

## **Successful MSDS Reporting for Specialized Shared Educational Entities (S2E2s)**

### **Why it Matters**

If your district operates or participates in a Specialized Shared Educational Entity (S2E2), it is critical that students educated under the S2E2 cooperative agreement are reported correctly in the Michigan Student Data System (MSDS). Incorrect reporting will result in **students' scores not being sent back** to resident districts.

This year, some student answer documents were rejected during the scanning process because they were barcoded to an S2E2, not a school. Given this error, we are communicating with all S2E2s to alert them again to the MSDS reporting requirements for S2E2s. Specifically, S2E2 students must be enrolled in a school (not the S2E2), and individual student records in MSDS must contain the "S2E2 Code" for scores to be sent back during accountability calculations.

**Reporting timelines:** The Fall General Collection must be certified by November 23, 2011. S2E2 students must be reported correctly in the fall collection, or must have Student Record Maintenance (SRM) certified before December 5, 2011 (with an "AS OF" date on or before October 28, 2011). If S2E2 student data is not reported properly at this time, **it cannot be corrected later**.

### **Enrollment of S2E2 Students**

All entities, including S2E2s, are assigned an entity code in the Educational Entity Master (EEM). However, S2E2s are not schools – they are non-instructional ancillary facilities that operate multiple classroom locations within "schools" under a cooperative agreement. In this arrangement, entity code for the schools where the classrooms are located (where the S2E2 students are actually receiving their instruction) are to be reported as the School Facility Number through MSDS. The S2E2 entity code is reported in a different characteristic in MSDS called "S2E2 Code". The School Facility Number (entity code) reported for these students must belong to one of the member districts of the S2E2 (as listed in EEM under the "Members" tab).

Students educated under an S2E2 cooperative agreement are expected to test at the school reported in MSDS and have their answer documents barcoded to the school, not the S2E2. The school continues to receive a building-level accountability designation; however, the students who are part of the S2E2 program will not be included in the school's building-level accountability calculations, if reported correctly in MSDS. Accountability for the S2E2 students will be attributed only in

the district-level accountability calculations at the students' resident districts, not the district that operates the S2E2.

### **MSDS Characteristic for S2E2 Students**

In addition to reporting S2E2 students as enrolled at the proper School Facility Number (entity code), the S2E2 code must also be submitted for these students for the "sending scores back" to occur.

The "S2E2 Code" is a new characteristic in MSDS for the 2011-2012 school year and is part of the School Demographics component. This characteristic must be used only for students being educated under the S2E2 cooperative agreement. The Accountability Unit will be auditing MSDS records to ensure the "S2E2 Code" is used in accordance with the cooperative agreement.

When an S2E2 student record is submitted in MSDS, enter the S2E2 five-digit code in the "S2E2 Code" field. The S2E2 code submitted must be a valid code in EEM flagged as a Specialized Shared Educational Entity for the 2011-2012 school year.

For detailed information about the new S2E2 field, please refer to the School Demographics Component business rule spreadsheet (part of the 2011-2012 MSDS Collection Component Matrix) and the 2011-2012 MSDS Collection Details Manual. Both of these documents are available on the Center for Educational Performance and Information's (CEPI's) website on the MSDS sub-section:  
[http://www.mi.gov/cepi/0,1607,7-113-986\\_50502---,00.html](http://www.mi.gov/cepi/0,1607,7-113-986_50502---,00.html).

### **S2E2s Do NOT Need to Establish as an MME Test Center**

Schools must establish each year in September to become a recognized Michigan Merit Examination (MME) test center for spring MME testing. However, as stated above, S2E2s are not schools; therefore, they should not be testing students and it is not necessary for S2E2s to establish as an MME test center. The "schools" that house the classroom locations of the S2E2; however, need to have established as an MME test center if they will have 11<sup>th</sup> grade students enrolled in the spring.

***\*\*\*This is the only opportunity to correct S2E2 reporting in MSDS. Students must be enrolled at a school (not at the S2E2). Scores will not be sent back if students are reported without the "S2E2 Code" in MSDS\*\*\****

### **Questions?**

If you have questions about S2E2 policy, please contact the Accountability Unit at 877-560-8378, option 6 or [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov). For questions about MSDS reporting, please contact CEPI at 517-335-0505 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov).